

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION C – HUMAN RESOURCES MANAGEMENT

<p>Title</p> <p align="center">DISCIPLINARY ACTION</p> <p>LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED; SECTION 19-717 OF THE STATE HUMAN RESOURCES REGULATIONS</p>	<p align="center">Number C-15</p>
<p>Division of Responsibility</p> <p align="center">Administration and Finance</p>	<p>Date Page 8/17/20 1 of 1</p>
<p>Approval</p> <p>President</p> <p>_____</p> <p>Commission Chair</p> <p>_____</p>	<p>Supersedes Policy No. C-15 Date 7/7/08</p>

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Williamsburg Technical College to practice progressive discipline. Progressive discipline is intended to be corrective rather than punitive. Continued minor offenses may require a series of disciplinary actions, up to, and including termination; whereas a severe act of misconduct may result in immediate termination. Each offense will be considered on a case- by- case basis. This policy reflects the guidance set forth in Policy 8-5-100 of the State Board for Technical and Comprehensive Education (SBTCE) concerning Disciplinary Action.

State Board policies and procedures may be viewed on the System Office website at www.sctechsystem.edu.